



Pharmacy Technician

The Pharmacy Technician provides a variety of clerical duties in the pharmacy. Provides key resources to allow Pharmacist to develop innovative, patient oriented services. Assists in all aspects of filling prescriptions. Maintains stock control of medications and supplies, receives and verifies shipments, prices items, stocks shelves, and helps keep the pharmacy clean.

Essential Duties and Responsibilities Other duties may be assigned.

- Receives written and call-in prescriptions from patients. Verifies patient information including current insurance information allergies, etc.
- Types prescriptions, insuring that current inventory is being maintained, updates profiles, and prices prescriptions.
- Verifies with Pharmacist all prescriptions before being dispensed to the patient.
- Gives prescriptions to patient insuring they understand each medication and directs specific medication questions to the pharmacist.
- Collects any money for prescriptions and over-the-counter items.
- Maintains an accurate inventory of drugs and supplies by using first-out method. Periodically audits stock to ascertain adequate quantities.
- Receives shipments, checking items against invoices, i.e., quantity, prices, etc. Puts up stock. Stores perishables in refrigerator.
- Prepares reports and types correspondence according to established practices.
- Performs billing functions, i.e., reconciliations, third-party insurances, etc.
- Files a variety of materials and maintains neat and orderly files.
- Maintains neat and orderly work area.
- Attends in-service education and departmental meetings as required.

Education and/or Experience

Must have a high school diploma or GED and one plus year(s) of experience in a medical setting with some aspect of patient care; or an equivalent combination of education and experience. Must have motivation to prepare for and successfully complete the National Pharmacy Technician Exam. Prefer candidate who is bilingual speaking both English and Spanish.

Certificates, Licenses, Registrations

Must be able to pass the National Pharmacy Technician Exam within one (1) year of employment.

How to Apply: Please apply on our [website](#)

Contact Information:

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